

Bishop Shanahan

COVID Handbook Items

Bishop Shanahan has developed a plan for learning and interaction within the school community. This plan provides for an A/B hybrid instruction plan, one in which students will have an opportunity to meet their teacher in class on one day and participate in simultaneous instruction from home on the following day. The purpose for this learning plan is to reduce class size so as to provide for 6 feet of distance from person to person as recommended by the CDC.

The plan complies with [Center for Disease Control \(CDC\)](#) guidelines and the directives from the Commonwealth of Pennsylvania. They also reflect best practice in creating a robust hybrid teaching and learning environment under the current conditions. Guidance was provided by utilizing information and recommendations from:

[Commonwealth of Pennsylvania School Phased Reopening Guidance](#)
[Pennsylvania Department of Education Research Report](#)

This plan also calls on every member of the school community to support our values of mutual respect, integrity, willingness to sacrifice for the common good and foster community bonds across generations. Commitment to the policies will assist in protecting the health and welfare of all members of our school community.

COVID Waiver: Parents will need to complete the COVID waiver as condition to attending in person instruction.

Pre-Arrival Screening: Each morning before arrival, parents will complete a symptoms screening Google Doc which includes an at-home temperature screening. Students who are not feeling well, have a temperature of 100.4 or higher, using an at home thermometer, have been in contact with anyone who has indicated COVID symptoms, or has been in contact with an individual who has tested positive for who has tested positive for COVID.

Students may continue to receive online instruction from home during a time of self-quarantine.

Arrival Procedure: Upon arrival students will have their temperatures taken. A student with a temperature of 99.5 or higher, using the thermal temporal screeners installed, will report to the quarantine room until the student can be released to their parent.

Student Screening and Protocols To help prevent the spread of COVID-19 and reduce the potential risk of exposure to employees and students, students will participate in a touchless temperature reading each morning before entering classrooms. Each campus will conduct the temperature screening in a process that is efficient and effective. Students who have a fever of 99.5 or higher will immediately be sent to the quarantine room for further screening protocols. Personal health information cannot be shared with the general public.

Student Attendance at School: In order to ensure a safe and healthy learning environment for all of our students and staff members, Parents acknowledge that their child will not be permitted to enter the school building to physically attend the school if any the following have occurred:

1. The student is experiencing any symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
2. The student has traveled internationally within the last 14 days.
3. The student has traveled to a state identified by the Pennsylvania Department of Health as having high amounts of COVID-19 cases in the last 14 days.
4. The student has been exposed to someone with a suspected and/or confirmed case of COVID-19.
5. The student has been diagnosed with COVID-19 and not yet cleared as non-contagious by state or local public health authorities (see below).

Parents must notify the SCHOOL if any of the aforementioned situations change throughout the year.

In the event that any of the aforementioned situations occur throughout the year, the School will make arrangements for the student to attend school in an all-virtual environment until cleared to return to in-person instruction. The student will remain enrolled at SCHOOL and the ENROLLMENT / TUITION CONTRACT will remain in full force and effect.

Parental Responsibilities Parents also acknowledge that they are following all CDC recommended guidelines and limiting both their own and their child's exposure to COVID-19. Parents are responsible for seeking medical attention if their child or a household member(s), including the parent themselves, is exhibiting symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell and will remain isolated and self-quarantine until cleared by a medical professional.

Students who have been diagnosed with COVID-19 may return to school **when all three (3) of the following criteria are met:**

1. A quarantine of 10 days has been met; **and**
2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); **and**

3. Respiratory symptoms have improved (cough, shortness of breath, etc.). If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed the student has COVID-19 and may not return to school for 14 calendar days.

Parents are required to notify the school if their child has COVID-19 or someone in the home has COVID-19 or if the child/family has been exposed due to close, direct contact to COVID-19

Classroom Arrangements: Student desks will be arranged so that students will be spaced as far apart as possible and at least 6 feet of distance. Until further notice, any collaborative student work students should be completed in an appropriate online learning platform. Student supplies will not be shared among the class. Instead, each student will be responsible for his/her own supplies to be kept with him/her during the day. Likewise, textbooks will not be shared. Teachers will either sanitize between use or make copies to be used by students as needed. Learning materials will also be placed online for virtual learning.

Cleaning: The school will at frequent intervals throughout the day clean frequently used and high touch areas. Student will be expected to:

1. Clean their desk at the conclusion of each class period using the antibacterial cleaner provided.
2. Clean their eating area in the cafeteria at the conclusion of lunch using the antibacterial cleaner.

In-Class Behaviors: While in class in person, students are expected to follow the policies as written in the school handbook for the school year 2020-2021. Students must also follow the Responsible Use Technology Policy (RUP). With health and safety as a school community priority, students will:

1. Wear a mask or face shield at all times within the school building. Students may remove their mask while eating lunch. Masks must cover both nose and mouth.
2. Remain 6 feet in distance from all members of the school community.
3. Maintain the recommended number of persons in a particular common area, such as: bathrooms, common areas, parking lot, etc. and maintain 6 feet of distance from other persons.
4. Refrain from sharing food.
5. Continuously wash or sanitize hands throughout the day.
6. Avoid sharing materials.
7. Teachers may elect to allow brief mask breaks for their students.

Online Behaviors: All students are responsible to observe the Responsible Use Technology Policy (RUP) both in school and out of school, and during school hours and non-school hours. Students attending class virtually are responsible for following the policies of the 2020-21 student handbook. While at home on the Hybrid model, students are expected to:

1. Be on time for class.
2. Be attentive to class instruction.
3. Avoid any interruptive behaviors which would disturb class.
4. Sit at a table and chair, not in bed.
5. Dress is appropriate attire as described in the dress down day policy of the school handbook
6. Students at home may not wear pajamas in virtual class.
7. Must keep their camera on during class and student's face must be visible to the teacher.
8. Students who need to step away from the screen must get permission from their teacher.

Common Areas: When traveling in common areas throughout the school day, students will:

1. Wear a mask or face shield, covering both nose and mouth.
2. Maintain 6 feet of social distance.
3. Observe all signs for distance and direction both on stairwells and hallways.

Grading and Attendance: To receive credit and attendance for courses for both Traditional and Distance Learning, students are expected to complete assignments completely and on time. The grading policy is located on the school's web page.

Social and Emotional Wellbeing of Students and Staff: The social-emotional impact of COVID-19 should not go unnoticed. The school counselors will provide resources for parents and teachers to access. Each counselor will work with students individually or in small groups to address any well-being needs. Parents/Guardians are encouraged to contact their child's school counselor with any concerns.

Travel Restrictions: Student field trips will be limited to virtual conferences until further notice unless pre-approved by the office of the Office of Catholic Education.

Visitor Restrictions: Due to COVID-19 transmission, visitation on the school campus will be restricted to by appointment only. The following protocol will be used at each campus:

1. Visitors will contact the front office via phone for entrance into the building if necessary.
2. In most cases, visitors will not be allowed into the building. Rather, visitors can relay messages through phone communication with the front office.
3. If deemed necessary (deliveries/approved guest speakers/etc.), visitors will be screened (temperature, COVID-19 specific questions, etc.) before entry into the building during normal business hours. Screened visitors will be required to wear a mask in public areas.
4. At this time, parents/guardians will not be allowed visit classrooms/activities during the school day.

Water Systems: Water drinking stations are limited to non-contact, refillable water stations. Students should bring a personal water bottle.

Recommendations for Pre-K to 12 Schools in Determining Instructional Models

This chart below, using measurements from the PDE Coronavirus Task Force, identifies thresholds representing low, moderate, or substantial community transmission of COVID-19, and corresponding instructional models recommended by the Departments of Health and Education.

Once per week, the Department of Education will publish a list identifying the level of community transmission in each county over the most recent 7-day reporting period.

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models
Low	<10	AND	<5%	Full in-person Model OR Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model OR Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learning Model

For the purpose of these recommendations, the following terms are used:

- **Full In-person Model:** School is open each day with in-person instruction for all students (with some students/staff in a remote setting as health and safety concerns require).
- **Blended (Hybrid) Learning Model:** Any model in which the [number of students in a school building is reduced to allow for social distancing of 6 feet](#). This may be accomplished in many ways, including split schedules, schedules that rotate by day or week, or similar approaches.
- **Full Remote Learning Model:** Any model in which all students engage in all learning remotely.